

THE SOUTHERN CALIFORNIA

ASSOCIATION OF

GOVERNMENTS IS

SEEKING A

## DIRECTOR OF HUMAN RESOURCES

\$105,761 to \$158,642 per year

FILING DATE : Open Until Filled (First application review on 10/22/02)

SOUTHERN CALIFORNIA



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GOVERNMENTS



## THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues and also as the regional rideshare services agency. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 15 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

## THE LOCATION

The main SCAG offices are located in bustling downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink and Metro trains and bus.

## THE POSITION

Under executive management, the Human Resources Director will direct, manage, supervise, and coordinate the activities and operations of the Human Resources Department including personnel, recruitment, selection, training, and EEO. This position supervises one Senior Human Resources Analyst, one Senior Administrative Assistant, and one Intern.



## THE IDEAL CANDIDATE

The ideal candidate has excellent written and oral communication skills and extensive experience working with senior management on Human Resources issues. We are looking for an experienced, creative, senior-level director with a working knowledge of public sector Human Resources administration and practices in the areas of: classification and compensation, benefits administration, recruitment and selection, training, and employee relations. Knowledge and application of Human Resources best practices is essential.

## EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

**Assume full management responsibility for all Human Resources Department services and activities** including recruitment and selection, EEO, training and orientation programs, ADA administration, benefits administration, employment law, personnel records maintenance, and the administration of the classification, compensation, performance appraisal, and pay-for-performance systems.

**Ensure SCAG's compliance with HR policies and procedures**, as well as Federal, State and local human resources management regulations.

**Manage the development and implementation of the Human Resources Department** goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.

**Continuously monitor and evaluate** the efficiency and effectiveness of Department service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

**Represent the Human Resources Department** to other SCAG departments, elected officials and external agencies; explain and interpret Human Resources Department programs, policies, and activities.

**Negotiate and resolve sensitive, significant and controversial issues;** provide advice, counsel and assistance to management staff regarding human resources matters.

**Negotiate employee benefits** including medical, dental, life, disability, workers compensation, and related coverages.

**Manage and participate** in the development and administration of the Human Resources Department budget.

**Direct the administration** of SCAG's classification and compensation plan; maintain class specifications and salary ranges for positions; initiate and conduct

wage and benefit surveys; analyze, evaluate and make recommendations on proposed job reclassifications.

**Administer employee disciplinary policies** and procedures; provide assistance to staff on disciplinary issues and action to be taken; administer complaint resolution procedure; participate in hearings and assist management in responding to HR related issues.

**Develop, direct, deliver, and procure** appropriate staff development and training; oversee the training program.

## QUALIFICATIONS

### Knowledge of:

- w Operational characteristics, services and activities of a comprehensive human resources program.
- w Current and pending legislation and court decisions relating to the rights and obligations of staff in the area of human resources; pertinent Federal, State, and local laws, codes and regulations.
- w Principles and practices of employee relations.
- w Advanced project management principles and concepts.
- w Techniques of recruiting, interviewing, and selecting applicants for employment.
- w Wage, salary and benefits administration principles and practices.
- w Principles of job evaluation and job analysis.
- w Principles and methods of training and program administration.
- w Principles of mathematical and statistical computations; advanced principles and practices of budget preparation and administration.
- w Principles of supervision, training and performance evaluation.

### Ability to:

- w Provide administrative and professional leadership and direction for the Human Resources Department.
- w Develop, implement and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services.
- w Plan, organize, direct and coordinate the work of professional and technical personnel; delegate authority and responsibility; select, supervise, train and evaluate staff.
- w Identify and respond to management issues, concerns and needs.
- w Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- w Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- w Prepare and administer the Human Resources Department budget.
- w Interpret and apply Federal, State and local policies, procedures, laws and regulations.

- w Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- w Communicate clearly and concisely, both orally and in writing.

### Minimum Qualifications:

#### Education and Experience:

- w Equivalent to eight years of increasingly responsible professional human resources experience including five years of administrative and supervisory responsibilities and a Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration, or a related field. IPMA certification is desired.

#### Special Requirements:

- w Ability to work in a standard office environment; ability to travel to different sites and locations; possession of a valid, California driver's license.

## APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application, supplemental questionnaire and resume to:

### Southern California Association of Governments

Attn: Human Resources Office  
818 West 7th Street, 12th Floor  
Los Angeles, California 90017  
(213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

Apply immediately—this recruitment is open until filled and may close at any time without notice. All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process will include a panel interview and other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

## EMPLOYMENT INFORMATION

- w Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- w Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- w Director positions are employed through an annual contract.
- w A post-offer medical examination, including a drug and alcohol screening, may be required.

## EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1870. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.

## COMPENSATION AND BENEFITS

**Salary:** \$105,761 to \$158,642 per year

**Insurance Coverage:** Employees may choose from four HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance in the amount of \$150,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.

**Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and Copeland 457 deferred compensation plans are available and SCAG provides a match of 50 cents per dollar up to 3% of yearly salary or \$3,500 per year whichever is less.

**Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.

**Vacation:** Ten to twenty days per year, depending on length of service with SCAG.

**Sick Leave:** Employees earn sick leave at the rate of one day per month.

### Health and Dependent Care Reimbursement

**Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.

### Rideshare/Transportation Incentive Program:

SCAG pays \$42 towards monthly bus pass, \$35 per month for ridesharing, and \$155 per month towards vanpool or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.

**Flexible Time/Modified Work Week:** Some employees may work a modified 9-8o work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

**Other Benefits:** Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited. Tuition reimbursement up to \$1,000 per year is provided for qualified courses.



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